

MEMORANDUM FOR: Comptroller  
General Counsel  
Director of Communications  
Director of Logistics  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Audit Staff  
Chief, Commercial Staff  
Chief, Management Staff  
Chief, Medical Staff  
Special Support Assistant to the DD/S

SUBJECT : Requests for Increases or Decreases in Support  
Positions in the DD/P Area

1. The increase or decrease of Support Positions in DD/P components, especially at foreign field stations, is of direct concern to me and to the Deputy Director (Plans). Such actions may involve adjustments in Authorized Strength and Staff Ceiling as well as considerations of cover. In order to ensure appropriate staffing and approval of such increases or decreases, the following procedure is established:

a. Proposed increases or decreases in Support Positions in DD/P components will be coordinated with the Special Support Assistant to the Deputy Director (Support) prior to personnel assignment or processing by DD/S offices.

b. Similar coordination will be effected, except by the Office of Communications, when increases or decreases in personnel abroad are proposed even though the Support Positions may be separate from the DD/P Authorized Strength.

2. The Deputy Director (Plans) has established procedures which provide the staffing by the Special Support Assistant to the Deputy Director (Support) of requests originating in DD/P components for increases or decreases in Authorized Strength, including changes in Support Positions.

3. This procedure should not impede the normal discussion and planning of position changes with the components concerned. It is intended to ensure timely consideration and to avoid hardships which might result from premature actions taken by an individual in anticipation of a new assignment.

L. K. WHITE  
Deputy Director  
(Support)

✓ OGC SUBJECT-Personnel

All correspondence pertaining to the Director's PROGRAM FOR GREATER  
EFFICIENCY IN CIA held in Mr. Houston's Eyes Only File.